



See NOTE below - Rev June 2009

Erosion and Sediment Control Application and Permit

(Required For Land Disturbing Activity on Parcels $\geq 10,000$ sq ft)

Site Address:		Date:
Lot:	Plat & Parcel:	

OWNER/APPLICANT

Property Owners Name:		Phone:	
Street Address:	City	State	Zip
Applicants Name:		Phone:	
Street Address:	City	State	Zip
Applicants Signature:		Date:	
Application/Permit Fee: \$		City Engineer Approval:	
Permit No:		Date:	

(Attach the Erosion and Sediment Control Plan (ESCP) to this application page)

EROSION CONTROL FEES

Category/Size of Project	Land Disturbance Permit Required	Sediment and Erosion Plan	FEE
Waiver requests. Projects $> 10,000$ sf < 1 acre	No	Partial Plan required for waiver determination	\$50 minimum fee#
Small Projects - Base Fee on Parcels $\geq 10,000$ sf	Yes	Yes	\$50
Single Family Const. on Parcels $\geq 10,000$ sf	Yes	Yes	\$75 for $\leq 3,000$ S.F.home* \$25/ea. add'l 1,000 S.F. (\$200 maximum fee)
Multi-fam/comm/ind/ construction and Demo on Parcels $\geq 10,000$ sf	Yes	Yes	\$200
Projects on parcels $< 10,000$ sf	No**	No **	None**
Inspection	N/A	N/A	\$30 per reinspection

Minimum Application Fee includes reviewing applications for permit waivers

* Area is based on building footprint

** On certain small projects the City Engineer may require a permit if unacceptable erosion is deemed likely – e.g. a site with steep slopes, erodible soils, large area of soil disturbance, adjacent to sensitive areas, etc.

NOTE: For projects disturbing one acre or more, the MPCA Stormwater Permit for Construction Activity must be completed--not the City of Duluth's form.

www.pca.state.mn.us/water/stormwater/stormwater-c.html

The entire MS4 Permit (31 pages) may also be found at the MPCA website:

City of Duluth Land Disturbance Permit and Erosion and Sediment Control Plan Package

Table of Criteria
(City Ordinance No. 9365)

Category of Proposed Land Disturbing Project	Land Disturbance Permit	Erosion and Sediment Control Plan (ESCP)	Fee
Parcel Less than 10,000 sq. ft.	No#	No#	None
Parcel \geq 10,000 sq. ft < 1 ac.	Yes*	Yes*	Yes*
Parcel \geq 1 acre to 5 acres	Yes	Yes	Yes
Parcel > 5 acres	No**	No**	No**

Erosion/Sediment Control considered under building permit application process

* Waiver by City Engineer can be considered under certain conditions

** No city permit required if project is subject to NPDES permit administered by the MPCA

Land Disturbance Permit and Erosion and Sediment Control Plan (ESCP)

The Permit Application should be filled out on the attached form. Fill in all areas as completely as possible.

The ESCP shall contain three sections: project narrative, criteria section, and site map. The attached numbered outline shows the specific elements to be addressed in each section of the plan.

Erosion and Sediment Control Methods

Control of sediment is required so that it does not migrate to an adjoining property, roadway, catch basin, or a wetland/watercourse. Diagrams are attached that depict some of the control methods commonly used for erosion and sediment control. Silt fence barriers and crushed rock temporary entrances are common control methods that can be effective for small projects. Additional methods, such as sediment traps and detention structures, are required for some projects and a qualified professional may need to specify the appropriate erosion and sediment control methods.

Waiver Procedure

On parcels less than one acre the city engineer may waive the permit process after consideration of favorable slope, soils, topography, hydrology, etc. of the project site. The waiver applicant should submit sufficient data and drawings to the city engineer for a waiver decision. The elements of the ESCP can be used as a guide for items to address in the waiver request. At minimum a site map with property boundaries, soil information, drainage arrows, pre & post development contours, and location of all watercourses/wetlands within 200 ft of the property should be shown on the waiver request.

Activities Exempt from the Ordinance

Minor land disturbing activities are exempt such as: home gardens, landscaping, repairs and maintenance work, utility work, certain septic tank work, fencing, tilling, planting, or harvesting of agricultural, horticultural, or silviculture crops, and certain emergency repairs. (Refer to ordinance)

City Land Disturbance (Erosion/Sediment Control Permit) Narrative Guidelines-rev 2009

These are the absolute minimum submittal requirements for all projects:

• NARRATIVE

- Give description of what you are doing and type foundation/disturbance.
(e.g., constructing a 2,000 sq ft house w/full basement; constructing an attached 24x24 garage on slab; building a 20x15 house addition on frost footings, etc.)

- B) How much land are you disturbing? Total: _____ square feet
Main soil type? _____ Are you importing/exporting any fill? _____ Amount _____

- C) Describe the slope of the land and the slope of the adjacent land.

- D) Describe all temporary erosion control devices you intend to use and show on an attached drawing where and when you will be installing them. [At a MINIMUM, you must have perimeter control such as silt fence and washed rock construction entrance.] Also, show and protect all stockpiles.

- E) Final Stabilization. Date you will sod, or seed & mulch, or otherwise establish vegetation on the disturbed area.
Method: _____ Target Date: _____
If site not vegetated by October 30th, show winter-over methods (mulch, erosion blanket, etc.).

(2) DRAWING

- A) • Always clearly show the site grading/disturbance limits.
• Also show *pre-* and *post-*development drainage arrows.

- B) *Clearly show* estimated land contours (hand drawn is acceptable for small projects).

- C) Show any/all creeks, ditches, wetlands, or other sensitive areas *within 200 feet* of your site.
• If none, so state: _____

- D) *Clearly show* the amount and placement of silt fence, hay bales, construction entrance, etc.

- E) *Clearly show* washed rock construction entrance. [*Minimum: 12' W x 50' L x 6" deep*] OR show mud mat reusable mat - *8' x 45' minimum* (see Brock White handout).

- F) • Show and label streets and adjacent properties.
• Show catch basins/inlets.
• *Clearly show* all protective measures for those areas where sediment could migrate.

****For Large Projects, Commercial Projects, Complex Projects –additional information and design is required - refer to City Ordinance 9365****

Technical assistance: engineering 730-5200; [Gary Minck 730-5074]

ELEMENTS OF EROSION & SEDIMENT CONTROL PLAN (ESCP)

ESCP Project Narrative

- (1) Project description
- (2) Phasing of construction
- (3) Existing site conditions
- (4) Adjacent areas affected by project
- (5) Critical areas identified
- (6) Erosion and sediment control measures
- (7) Soil descriptions
- (8) Permanent stabilization methods
- (9) Stormwater management considerations
- (10) Maintenance schedule for erosion and sediment measures
- (11) Calculations
- (12) Additional information required by the city engineer

Criteria to be considered in the ESCP

- (1) Stabilization of denuded areas and soil stockpiles
- (2) Establishment of permanent vegetation
- (3) Protection of adjacent properties
- (4) Timing and stabilization of sediment trapping measures
- (5) Use of sediment basins
- (6) Cut and fill slopes
- (7) Stormwater management criteria for controlling off site erosion
- (8) Stabilization of waterways and outlets
- (9) Stormwater management criteria for controlling off site erosion
- (10) Working in or crossing water bodies
- (11) Underground utility construction
- (12) Construction access routes
- (13) Disposition of temporary erosion and sediment control measures

- (14) Maintenance of erosion and sediment control practice

Site Map Requirements

- (1) Location Map
- (2) North Arrow
- (3) Scale (1 inch = 100 ft. or greater detail)
- (4) Benchmark
- (5) Existing contours at two ft. intervals, 200 ft. beyond boundary - show watercourses/wetlands
- (6) Final contours
- (7) Existing vegetation - trees, shrubs, grasses
- (8) Soil boundaries
- (9) Property boundary and lot lines
- (10) Elevations and grades - street grades, pond elevations, etc.
- (11) Drainage arrows
- (12) Critical erosion areas
- (13) Clearing and grubbing limits
- (14) Utility plans
- (15) Location of erosion and sedimentation control practices - basins, swales, silt fence, bales
- (16) Location of other practices
- (17) Plan preparer's signature, address and phone number
- (18) Responsible party name, address, and phone number
- (19) Delineation of applicable zoning boundaries

GENERAL NOTES FOR EROSION CONTROL

STRAW BALES or SILT FENCE

- *Put up before any other work is done
- *Install on downslope side(s) of site with ends extended up sideslopes a short distance
- *Place parallel to the contour of the land to allow water to pond behind the fence
- *Entrench 4 inches deep (see diagram)
- *Stake (every 3 feet minimum)
- *Leave no gaps/ overlap if necessary
- *Inspect often and maintain
- *Remove sediment when deposits reach half way up fence or bale

ROCK CONSTRUCTION ENTRANCE

- *Install a single construction access using large crushed rock (1 ½ “ to 2 ½ “) to prevent tracking of soils off project site
- *Put rock 6 inches deep, 12 feet wide, 50 feet long
- * Maintain rock access through project end
- *All vehicles to use rock entrance

SEDIMENT CLEANUP

- *By the end of each work day, sweep/scrape up soil tracked on roads, alley , sidewalk
- * After a storm clean up soil washed off site onto sidewalks, streets, alleys.

REVEGETATION

- *Seed & mulch, sod or mulch disturbed area as soon as project is completed

PRESERVING EXISTING VEGETATION

- *Preserve existing trees, shrubs, sod, as much as possible

WARNING! Extra measures may be needed if your site:

- *Has highly erodible soils
- *Is within 200 feet of a river or stream
- *Is within 1,000 feet of a lake
- *Is steeply sloped
- *Receives runoff from adjacent land

For more information on appropriate measures for your site, please call the City of Duluth Engineering Division at 730-5200.